



AN AASIS SUPPORT CENTER TRAINING GUIDE

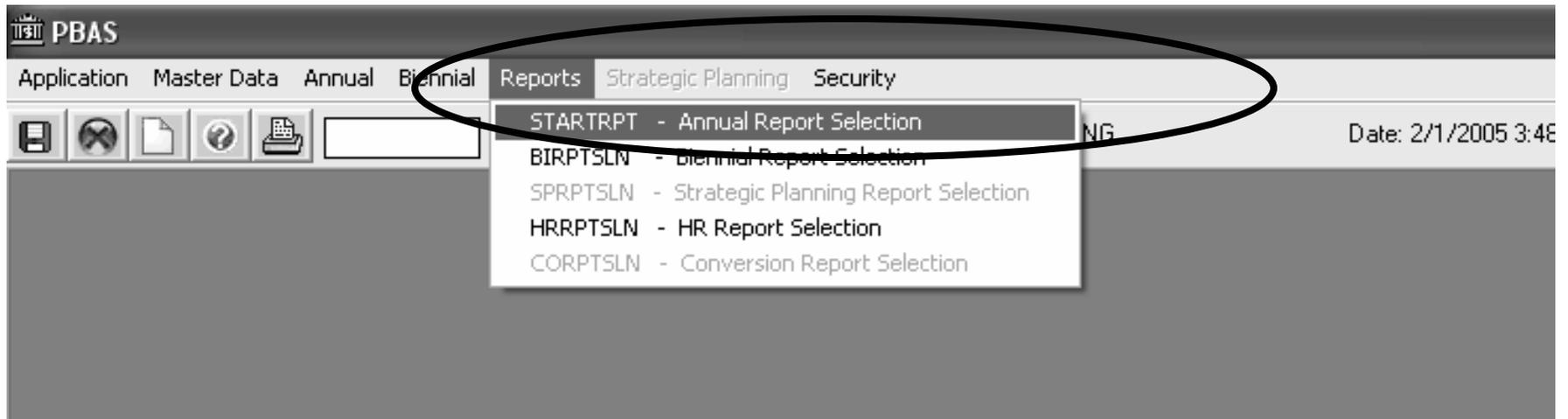
PBAS Annual Operations Plan Non-Position Budgeting

Non Position Budgeting

- This is the process for budgeting expenditures unrelated to salaries and fringe benefits, except for overtime (5010006) and extra salaries (5010008).
- The Annual Operations Plan data will be copied from the PBAS Biennial system on the cost center / cost element level.
- Agencies will enter changes to the Annual Operations Plan in Version 1A.

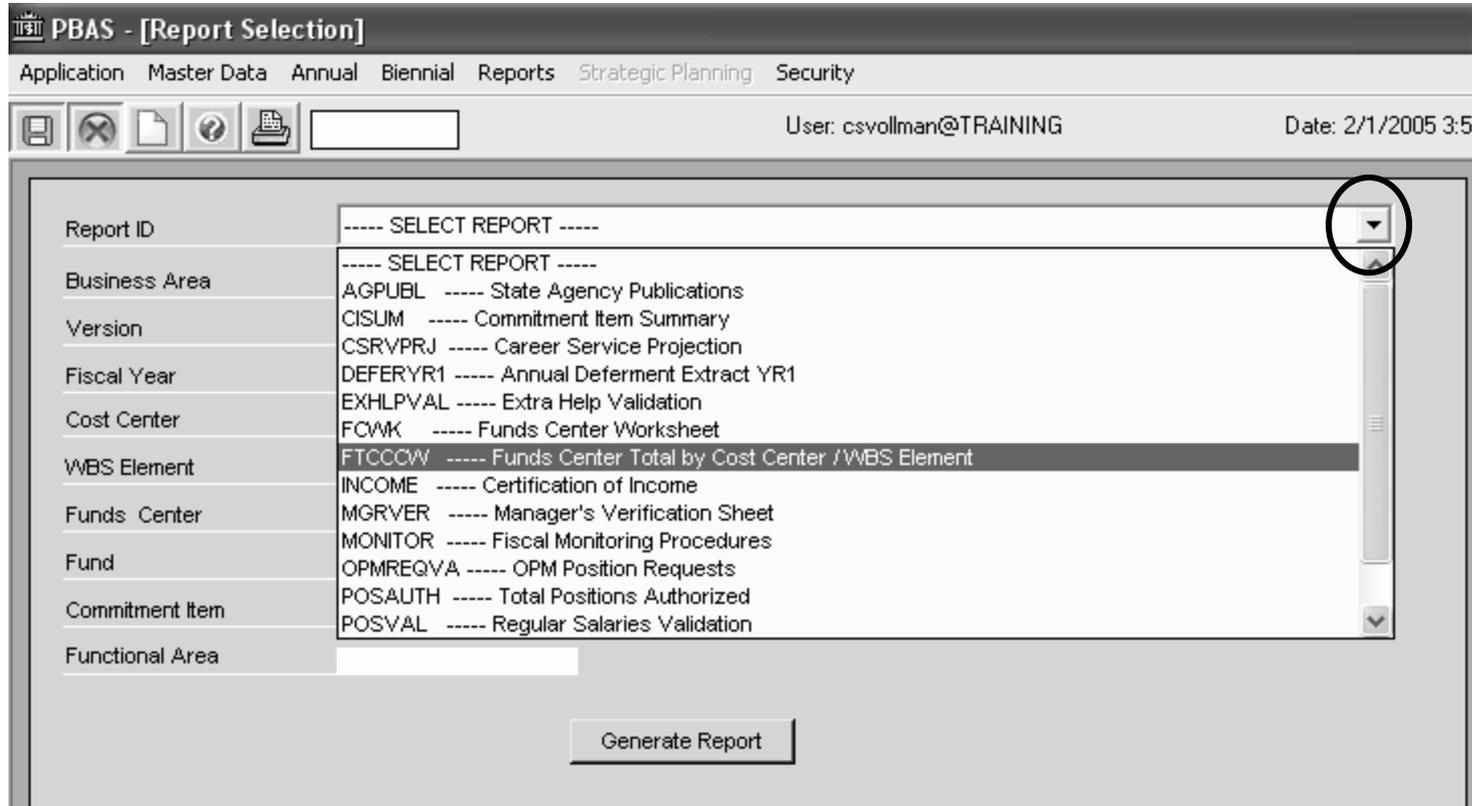
Reporting

- Two reports must be generated and reviewed prior to beginning the non-position budgeting process.
- Generate the *Annual Funds Center Total by Cost Center / WBS Element* report (FTCCCW) to view the budgeted amounts.
- Generate the *Funds Center Worksheet* (FCWK) report to view the authorized appropriation amounts.
- Use these reports to plan the required changes prior to entering data into the system.



After logging in, the *PBAS* Menu is displayed. From the menu, select *STARTRPT > Annual Report Selection*.

Funds Center Totals for Cost Center / WBS Element



Click on the arrow next to the Report ID box. Click on *FTCCCW – Annual Funds Center Totals for Cost Center / WBS Element*.

The screenshot shows a software window titled "PBAS - [Report Selection]". The menu bar includes "Application", "Master Data", "Annual", "Biennial", "Reports", "Strategic Planning", and "Security". Below the menu is a toolbar with icons for save, back, forward, and print, along with a search box. The main area contains several input fields:

- Report ID:** A dropdown menu showing "FTCCOW - Funds Center Totals by Cost Center /WBS Element".
- Business Area:** A text box with "0990" and a search icon.
- Version:** A text box with "1A".
- Fiscal Year:** A text box with "2007".
- Cost Center:** A text box followed by "To" and another text box.
- WBS Element:** A text box followed by "To" and another text box.
- Funds Center:** A text box with "234" followed by "To" and another text box.
- Fund:** A text box followed by "To" and another text box.
- Commitment Item:** A text box with a search icon followed by "To" and another text box with a search icon.
- Functional Area:** A text box.

At the bottom center of the form is a button labeled "Generate Report".

Business Area, Version, and Fiscal Year are required fields. In addition, Cost Center, Funds Center and Commitment Item may be entered. Click *Generate Report*. If ordered by business area only, all funds centers will be displayed.

| WBS Element |
|-------------|
|-------------|

Report Viewer [FTCCCW - Funds Center Totals by Cost Center / WBS Element]

MainReport

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SY

Annual Funds Center Total by Cost Center/WBS Element

Fiscal Year

Business Area Code 0990

Business Area Title AR CRIME INFORMATION CENTER

Funds Center Code 234

Funds Center Title Rural Serv-St Oprs

Version

| Cost Center / WBS Element | Commitment Item | Cost Element | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb |
|---------------------------|-----------------|----------------------------|--------|-----|-----|-----|-----|-----|-----|-----|
| 206201 | 5020002 | 5020001000 Postage | 675 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | 5020002000 Telecomm Wired | 3,310 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | 5020003000 Telecomm Wirel | 249 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | 5040001000 Electricity | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | 5040005000 Rent of Facilit | 10,084 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | 5050001000 02 Mileage | 123 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

The report is displayed for the data requested. All budgeted amounts will be shown in July. (The amounts will be distributed later as part of the budgeting process.)

EXERCISE

Display the *Annual Funds Center Totals for Cost Center WBS Element* report for your training assigned business area. Do not select a cost center, funds center, or commitment item. View the FTCCCW report.

What is the budgeted amount for commitment item 5020002 for Cost Center M in 2007?

Report Viewer [FTCCCW ----- Funds Center Total by Cost Center / WBS Element]

MainReport

03/04/2005 1

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM

Annual Funds Center Total by Cost Center/WBS Element

Fiscal Year 2006
 Business Area Code 0975
 Business Area Title STATE MILITARY DEPARTMENT
 Funds Center Code 266
 Funds Center Title Civ Stu Trng Prog
 Version 0A

| Cost Center / WBS Element | Commitment Item | Cost Element | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|---------------------------|-----------------|----------------------------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 461611 | 5020002 | 5020002000 Telecomm Wired | 2,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | Sub Total | 2,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | Total | 2,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 461613 | 5020002 | 5030012000 02 - Vehicle Ma | 3,200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | Sub Total | 3,200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | Total | 3,200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | Grand Total | 5,700 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Page 1 of 6 Total Pages: 6 Zoom Factor: 100%

The screenshot shows a software window titled "PBAS - [Report Selection]". The window has a menu bar with "Application", "Master Data", "Annual", "Biennial", "Reports", "Strategic Planning", and "Security". Below the menu bar is a toolbar with icons for file operations and a search icon. The main area contains a form with the following fields:

| | | |
|-----------------|-------------------------------|--------|
| Report ID | FCWK - Funds Center Worksheet | |
| Business Area | 0327 | Search |
| Version | 1A | |
| Fiscal Year | 2007 | |
| Cost Center | | To |
| WBS Element | | To |
| Funds Center | | To |
| Fund | | To |
| Commitment Item | | To |
| Functional Area | | |

At the bottom of the form is a button labeled "Generate Report".

Business Area, Version, and Fiscal Year are required fields. In addition, Funds Center may be entered. If ordered by business area only, all funds centers for the business area will be displayed. Click *Generate Report*.

Please wait Report is Generating

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTING Funds Center Worksheet

Fiscal Year
 Business Area Title AR SCIENCE AND TECHNOLOGY AUTH
 Business Area 0327
 Funds Center Title IMSST-Treasury Pay
 Funds Center Code 1FA
 Fund Title ASTA WR Found Grant,ASTA WR Entrepreneur
 Fund NST0000,NST0100
 Version

| Authorization | Commitment Item | Authorized | Blocked | 1st Quarter |
|--|-----------------------------|-----------------------|-----------------------|-------------------|
| <input type="text" value="Act 299 OF 05"/> | Regular Salaries 5010000 | 26,921,090.00 | 26,798,614.00 | 122,476.00 |
| | Personal Serv Match 5010003 | 34,249,125.00 | 34,198,027.00 | 51,098.00 |
| | Operating Expenses 5020002 | 123,498,018.00 | 123,460,750.00 | 37,268.00 |
| | Travel-Conferences 5050009 | 5,309,084.00 | 5,304,940.00 | 4,144.00 |
| | Grants/Aid 5100004 | 9,461,998.00 | 9,219,988.00 | 242,010.00 |
| | Total | 199,439,315.00 | 198,982,319.00 | 456,996.00 |

The report displays the requested values. Authorized amounts are displayed for funds center and commitment item.

EXERCISE

Display the *Funds Center Worksheet* report for your training assigned business area. View the report.

What is the first commitment item budgeted in the first funds center?

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTING Funds Center Worksheet

Fiscal Year
 Business Area Title AR SCIENCE AND TECHNOLOGY AUTH
 Business Area 0327
 Funds Center Title IMSST-Treasury Pay
 Funds Center Code 1FA
 Fund Title ASTA WR Found Grant,ASTA WR Entrepreneur
 Fund NST0000,NST0100
 Version

| Authorization | Commitment Item | Authorized | Blocked | 1st Quarter |
|--|-----------------------------|-----------------------|-----------------------|-------------------|
| <input type="text" value="Act 299 OF 05"/> | Regular Salaries 5010000 | 26,921,090.00 | 26,798,614.00 | 122,476.00 |
| | Personal Serv Match 5010000 | 34,249,125.00 | 34,198,027.00 | 51,098.00 |
| | Operating Expenses 5020002 | 123,498,018.00 | 123,460,750.00 | 37,268.00 |
| | Travel-Conferences 5050009 | 5,309,084.00 | 5,304,940.00 | 4,144.00 |
| | Grants/Aid 5100004 | 9,461,998.00 | 9,219,988.00 | 242,010.00 |
| | Total | 199,439,315.00 | 198,982,319.00 | 456,996.00 |

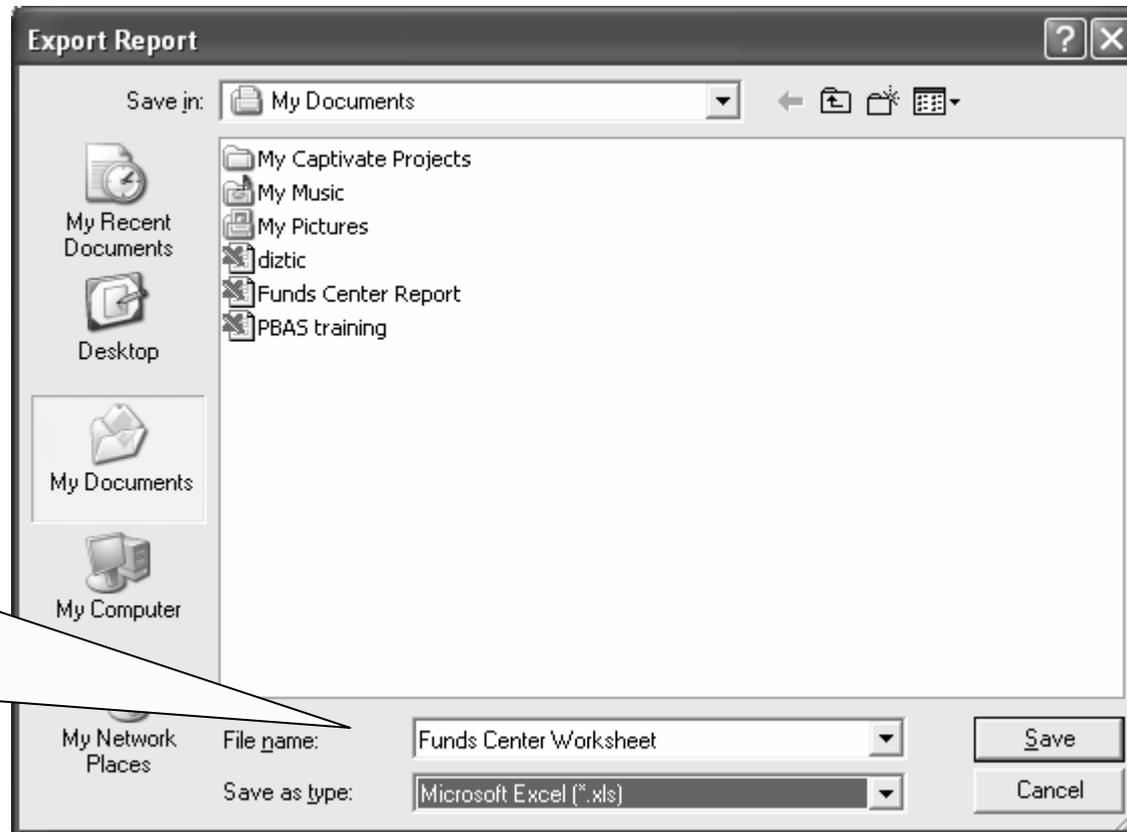
The report displays the requested values.

Reviewing the Reports

- The reports can be printed out  to “mark up” or downloaded  into Excel.
- Study the budgeted amounts carefully to determine any changes to be made.
- Compare the authorized amounts to the budgeted amounts.

Sending the Reports to Excel

Click the export report icon.



Name the report and choose Microsoft Excel. Click Save.



You'll get a message that the export was completed. Click OK. Open the file in Excel and adjust columns as necessary.

Microsoft Excel - Funds Center Worksheet

File Edit View Insert Format Tools Data Window Help

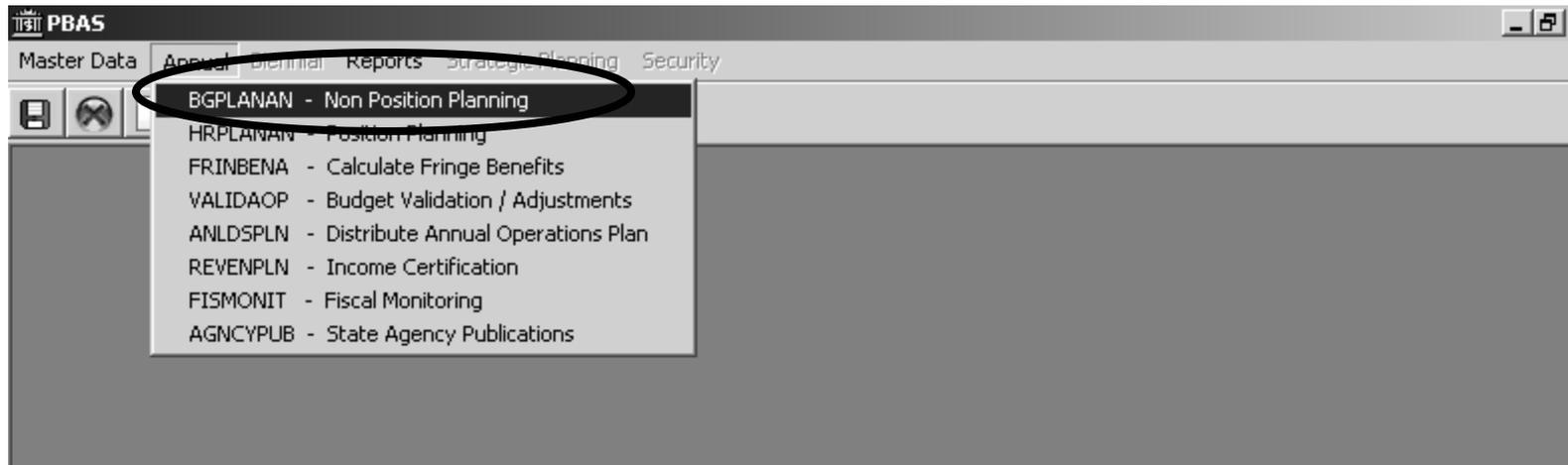
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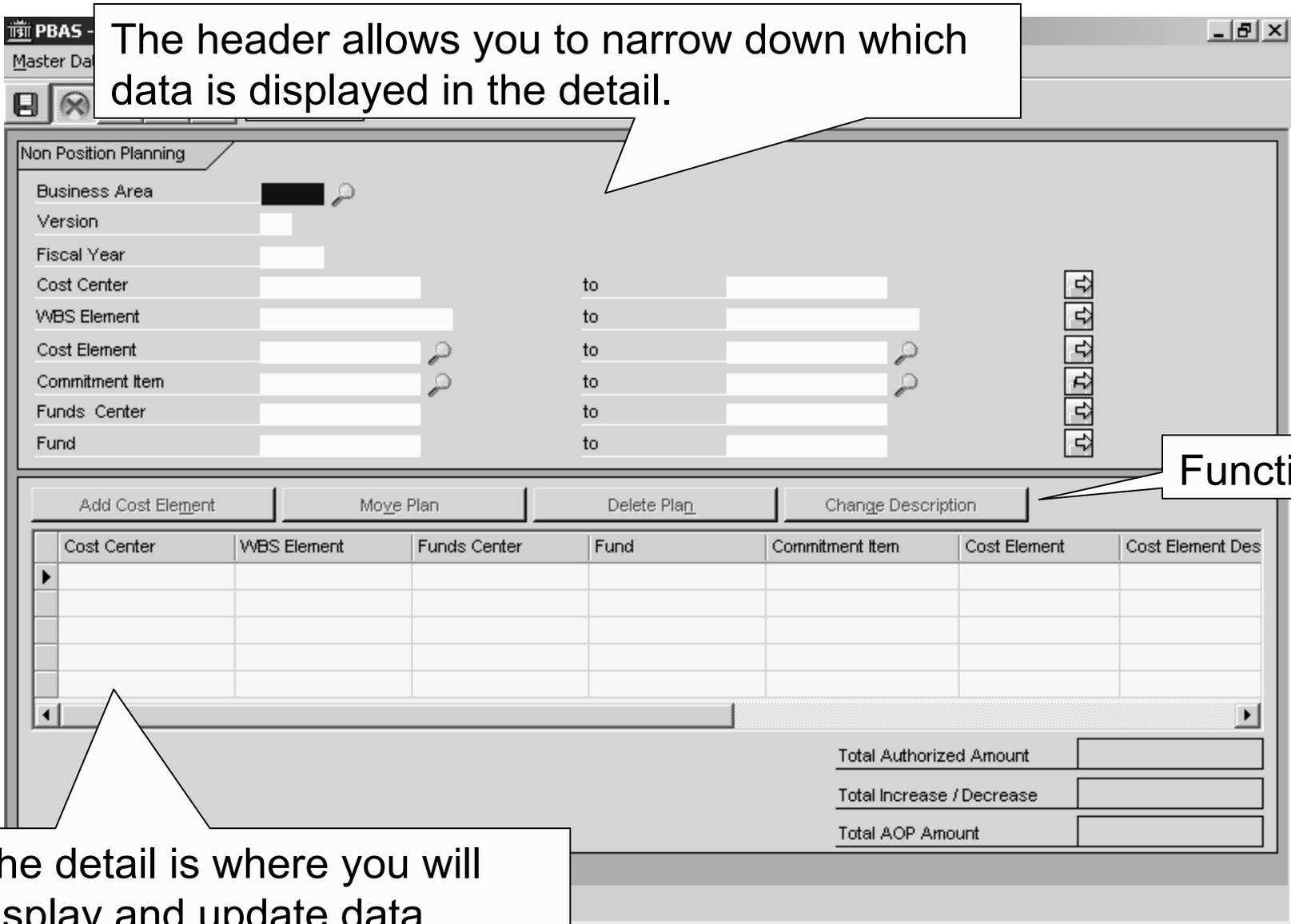
A1

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |
|----|---|----------------------|---|---|--|---------|---|-------------------|----------------|------------------------------|------------------------------|---|---|---|---|---|
| 1 | | | | | | | | | | | | | | | | |
| 2 | | | | | ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEME | | | | | | | | | | | |
| 3 | | | | | Funds Center Worksheet | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | |
| 6 | | Fiscal Year | | | 2005 | | | | | | | | | | | |
| 8 | | Business Area Title | | | AR CRIME INFORMATION CENTER | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | |
| 10 | | Business Area | | | 0990 | | | | | | | | | | | |
| 12 | | Funds Center Title | | | Crime Infor Ctr-Oprs | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | |
| 15 | | Funds Center Code | | | 171 | | | | | | | | | | | |
| 16 | | Fund Title | | | ACIC Operations | | | | | | | | | | | |
| 17 | | Fund | | | MJA0100 | | | | | | | | | | | |
| 18 | | Version | | | 1A | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | | |
| 20 | | Authorization | | | Commitment Item | | | Authorized | Blocked | 1st Quarter Allotment | 2nd Quarter Allotment | | | | | |
| 21 | | | | | | | | | | | | | | | | |
| 23 | | Act 637 OF 03 | | | Regular Salaries | 5010000 | | 1,740,433.00 | 44,160.00 | 424,046.00 | 424,046.00 | | | | | |
| 25 | | | | | Personal Services Matching | 5010003 | | 470,311.00 | 8,096.00 | 121,151.00 | 121,151.00 | | | | | |
| 27 | | | | | Operating Expenses | 5020002 | | 400,000.00 | 0.00 | 99,998.00 | 99,998.00 | | | | | |

Working With The Annual Plan

Exit the report and click on *Annual* to display the menu for the Annual Operating plan. Select *Non-Position Planning* (BGPLANAN) to begin working on the non-position planning.





The detail is where you will display and update data.

Functions

Screen Display

EXERCISE

Clear the screen. Enter your training assigned business area, Version 1A , FY 2007, and Cost Center H. Press the *enter* key. Scroll over and down to view the information on the lower part of the screen.

Columns displayed include Cost Center, WBS Element, Funds Center, Fund, Commitment Item, Cost Element, Cost Element Description, Authorized Amount, Increase/Decrease Amount, and AOP (Annual Operations Plan) Amount.

What is the Annual Operations Plan for Office Supplies for assigned Cost Center H?

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@TRAINING Date: 3/4/2005 9:52:59 AM

Non Position Planning

Business Area 0975
 Version 1A
 Fiscal Year 2006
 Cost Center 461608 to
 WBS Element to
 Cost Element to
 Commitment Item to
 Funds Center to
 Fund to

Add Cost Element Move Plan Delete Plan Change Description

| Fund | Commitment Item | Cost Element | Cost Element Description | Authorized Amount |
|---------|-----------------|--------------|--------------------------|-------------------|
| HMD0100 | 5020002 | 5090006000 | Office Supplies | \$1,600 |

Total Authorized Amount \$1,600
 Total Increase / Decrease \$0
 Total AOP Amount \$1,600

Data Selection

Data fields on the selection screen allow single selections, selection of a range, or multiple selection of numbers not in range order.

| | | | | |
|-------------|--------|----|--|---|
| Cost Center | 353201 | to | |  |
|-------------|--------|----|--|---|

Displays information for one cost center

| | | | | |
|-------------|--------|----|--------|---|
| Cost Center | 353201 | to | 353205 |  |
|-------------|--------|----|--------|---|

Displays information for the range of five cost centers

| | |
|---------------------------|--------|
| RNGSELCT - Range Selector | |
| Cost Center | |
| | 378011 |
| | 378017 |
| | |
| | |



Displays information for two cost centers not in numeric order.

EXERCISE

Clear the screen. Enter your training assigned business area, Version 1A and FY 2007. Display data for assigned Cost Center B.

What commitment items are budgeted for Cost Center B?

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@TRAINING Date: 3/4/2005 9:55:16 AM

Non Position Planning

Business Area 0975
 Version 1A
 Fiscal Year 2006
 Cost Center 461602 to
 WBS Element to
 Cost Element to
 Commitment Item to
 Funds Center to
 Fund to

| Cost Center | WBS Element | Funds Center | Fund | Commitment Item | Cost Element | Cost Element Des |
|-------------|-------------|--------------|---------|-----------------|--------------|-------------------|
| ▶ 461602 | | 393 | NMD0001 | 5020002 | 5020002000 | Telecommunicatio |
| 461602 | | 393 | NMD0001 | 5020002 | 5040001000 | Electricity |
| 461602 | | 393 | NMD0001 | 5020002 | 5050001000 | 02 - Mileage |
| 461602 | | 393 | NMD0001 | 5100004 | 5100001000 | 04 - Assistance C |

Total Authorized Amount \$121,005
 Total Increase / Decrease \$8,500
 Total AOP Amount \$129,505

EXERCISE

Clear the screen. Enter your training assigned business area, Version 1A and FY 2007. Display data for assigned Cost Centers M through R and select commitment item 5020002.

What is the Total Authorized Amount for the range of cost centers?

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@TRAINING Date: 3/4/2005 9:57:56 AM

Non Position Planning

Business Area: 0975
 Version: 1A
 Fiscal Year: 2006
 Cost Center: 461613 to 461618
 WBS Element: to
 Cost Element: to
 Commitment Item: to
 Funds Center: to
 Fund: to

| Cost Center | WBS Element | Funds Center | Fund | Commitment Item | Cost Element | Cost Element I |
|-------------|-------------|--------------|---------|-----------------|--------------|----------------|
| ▶ 461613 | | 266 | HMD0200 | 5020002 | 5030012000 | 02 - Vehicle M |
| 461614 | | 268 | HMD0100 | 5020002 | 5030003000 | Advertising & |
| 461615 | | 393 | NMD0001 | 5020002 | 5030005100 | Pest Control C |
| 461616 | | 268 | HMD0100 | 5020002 | 5020001000 | Postage |
| 461616 | | 268 | HMD0100 | 5020002 | 5040003000 | Water & Sewer |

Total Authorized Amount: \$62,426
 Total Increase / Decrease: \$3,000
 Total AOP Amount: \$65,426

EXERCISE

Clear the screen. Enter your training assigned business area, Version 1A and FY 2007. Display data for assigned Cost Centers A, F, G, and R. Select commitment item 5020002.

What is the Total Authorized Amount for the selection of cost centers?

HINT: Use the multiple data selector.  After entering the cost centers, you must click the mouse somewhere in the screen header before pressing enter. Pressing enter without doing this will bring up the selection box again.

Changing the Annual Operations Plan



Changes are made in the *Annual Operations* plan by cost center / cost element line item. Locate the item to be changed and enter the new amount. Save the change.

| | | | | | |
|-----------------|---------|----|--|--|--|
| Commitment Item | 5020002 | to | | | |
| Funds Center | 056 | to | | | |
| Fund | EVA0100 | to | | | |

| | | | |
|------------------|-----------|-------------|--------------------|
| Add Cost Element | Move Plan | Delete Plan | Change Description |
|------------------|-----------|-------------|--------------------|

| Cost Element | Cost Element Description | Authorized Amount | Increase/Decrease Amount | AOP Amount |
|---------------------------|--------------------------------|-------------------|--------------------------|-------------|
| 020001000 | Postage | \$12,000 | \$0 | \$12,000 |
| 020005000 | Freight | \$30 | \$0 | 300 |
| 030003000 | Advertising & Clipping Service | \$3,500 | \$0 | \$3,500 |
| 030008000 | Office Equipment Maintenance | \$1,500 | \$0 | \$1,500 |
| 030010000 | Public Safety Equipment Mainte | | \$0 | \$300 |
| Total Authorized Amount | | | | \$1,451,305 |
| Total Increase / Decrease | | | | \$0 |
| Total AOP Amount | | | | \$1,451,305 |

Freight (cost element 5020005000 for cost center 353201) is being changed from \$30 to \$300.

PBAS - [BGPLANAN - Non Position Planning]

Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area 0513
 Version 1A
 Fiscal Year 2007
 Cost Center _____ to _____
 WBS Element _____ to _____
 Cost Element _____ to _____
 Commitment Item 5020002 to _____
 Funds Center 056 to _____
 Fund EVA0100 to _____

Add Cost Element Move Plan Delete Plan Change Description

| Cost Element | Cost Element Description | Authorized Amount | Increase/Decrease Amount | AOP Amount |
|--------------|--------------------------------|-------------------|--------------------------|------------|
| 020001000 | Postage | \$12,000 | \$0 | \$12,000 |
| 020005000 | Freight | \$30 | \$0 | \$300 |
| 030003000 | Advertising & Clipping Service | \$3,500 | \$0 | \$3,500 |
| 030008000 | Office Equipment Maintenance | \$1,500 | \$0 | \$1,500 |
| 030010000 | Public Safety Equipment Mainte | | \$0 | \$300 |

The item is changed in the AOP, but nothing appears in the Increase/Decrease column until the plan is saved.

| | |
|---------------------------|-------------|
| Total Authorized Amount | \$1,451,305 |
| Total Increase / Decrease | \$0 |
| Total AOP Amount | \$1,451,305 |

The screenshot shows the PBAS software interface. At the top, the title bar reads 'PBAS - [BGPLANAN - Non Position Planning]'. Below it are menu options: 'Master Data', 'Annual', 'Biennial', 'Reports', 'Strategic Planning', and 'Security'. A toolbar contains icons for save, close, print, and help. The main window is titled 'Non Position Planning' and contains several input fields: 'Business Area' (0513), 'Version' (1A), 'Fiscal Year' (2007), 'Cost Center' (353201), 'WBS Element', 'Cost Element', 'Commitment Item', 'Funds Center', and 'Fund'. A 'PABS' dialog box is overlaid on the screen, asking 'Do you want to save the changes?' with 'Yes' and 'No' buttons. A callout box points to the 'Yes' button with the text 'Clicking save returns this message. Click Yes.' Below the dialog box is a table with columns: 'Cost Element', 'Cost Element Description', 'Increase/Decrease Amount', and 'AOP Amount'. The table contains several rows of data, including '010003000' for '06 - Overtime Salaries' and '020001000' for 'Postage'. At the bottom right, there are summary rows: 'Total Increase / Decrease' with a value of '\$0' and 'Total AOP Amount' with a value of '\$94,570'. The text 'AOP Amount' is also visible at the bottom left of the window.

| Cost Element | Cost Element Description | Increase/Decrease Amount | AOP Amount |
|--------------|--------------------------------|--------------------------|------------|
| 010003000 | 06 - Overtime Salaries | \$0 | \$25,000 |
| 020001000 | Postage | \$0 | \$12,000 |
| 020005000 | Freight | \$0 | \$300 |
| 030003000 | Advertising & Clipping Service | \$0 | \$0 |
| 030008000 | Office Equipment Maintenance | \$0 | \$0 |

Total Increase / Decrease: \$0
Total AOP Amount: \$94,570

PBAS - [BGPLANAN - Non Position Planning]

Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area 0513
 Version 1A
 Fiscal Year 2007
 Cost Center 353201 to
 WBS Element to
 Cost Element to
 Commitment Item to
 Funds Center to
 Fund to

After saving, the Increase/Decrease Amount column shows an increase of \$270.

| Change Description | | Increase/Decrease Amount | AOP Amount |
|----------------------------------|--------------------------------|--------------------------|------------|
| | | \$0 | \$25,000 |
| | | \$0 | \$12,000 |
| 020005000 | Freight | \$30 | \$300 |
| 030003000 | Advertising & Clipping Service | \$3,500 | \$3,500 |
| 030008000 | Office Equipment Maintenance | \$1,500 | \$1,500 |
| Total Authorized Amount | | | \$94,300 |
| Total Increase / Decrease | | | \$270 |
| Total AOP Amount | | | \$94,570 |

Record(s) changed successfully

EXERCISE

Clear the screen. Enter your training assigned Business Area, Version 1A, FY 2007, and assigned cost center D. Press enter. Change the cost element for recreation supplies and material to \$8500. Save your change.

What amount is in the Increase/Decrease column?

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@TRAINING Date: 3/4/2005 10:03:48 AM

Non Position Planning

Business Area 0023
 Version 1a
 Fiscal Year 2006
 Cost Center 114004 to
 WBS Element to
 Cost Element to
 Commitment Item to
 Funds Center to
 Fund to

| Cost Element | Cost Element Description | Authorized Amount | Increase/Decrease Amount | AOP Amount |
|--------------|--------------------------------|----------------------------------|--------------------------|------------|
| 5020002000 | Telecommunications Wired | \$0 | \$501 | \$981 |
| 5090009000 | Recreation Supplies & Material | \$10,000 | (\$1,500) | \$8,500 |
| | | Total Authorized Amount | | \$10,000 |
| | | Total Increase / Decrease | | (\$519) |
| | | Total AOP Amount | | \$9,481 |

Adding a Cost Element

Non Position Planning

Business Area: 0513
 Version: 1A
 Fiscal Year: 2007
 Cost Center: _____ to _____
 WBS Element: _____
 Cost Element: _____
 Commitment Item: 502000
 Funds Center: 056
 Fund: EVA

To add a cost element, click the *Add Cost Element* button.

| Cost Element | Cost Element Description | Authorized Amount | Increase/Decrease Amount | AOP Amount |
|----------------------------------|-------------------------------------|-------------------|--------------------------|-------------|
| 020001000 | Postage | \$12,000 | \$0 | \$12,000 |
| 020005000 | Freight | \$30 | \$0 | \$30 |
| 030003000 | Advertising & Clipping Service | \$3,500 | \$0 | \$3,500 |
| 030008000 | Office Equipment Maintenance | \$1,500 | \$0 | \$1,500 |
| 030010000 | Public Safety Equipment Maintenance | \$300 | \$0 | \$300 |
| Total Authorized Amount | | | | \$1,451,305 |
| Total Increase / Decrease | | | | \$0 |
| Total AOP Amount | | | | \$1,451,305 |

AOP Amount

ADDNEWCE - Add Cost Element

Add Cost Element

Cost Element 5040001000

Cost Element Description

WBS Element

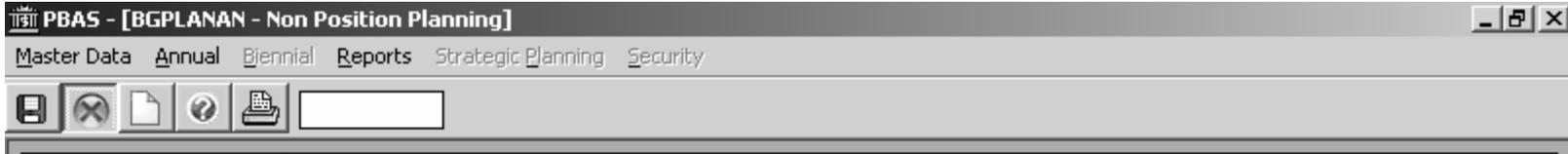
Cost Center 353201

AOP Amount 500.00

OK

AOP Amount

Enter the cost element to be added or click on the search icon to find it. Enter the cost center or WBS element in which the cost element is being budgeted. Enter in the amount to be budgeted. Click OK.



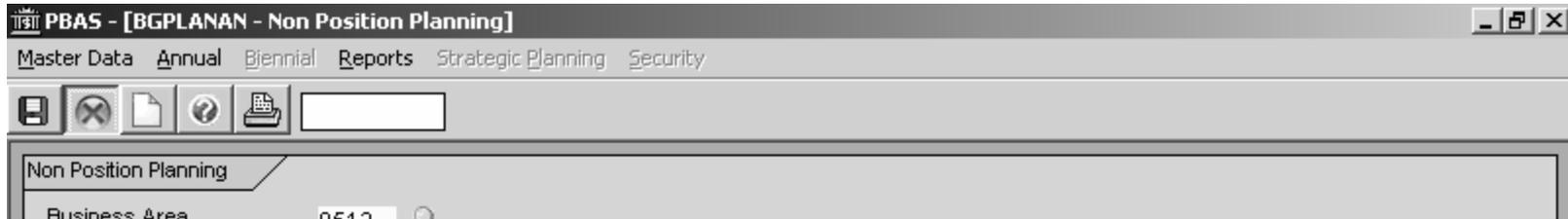
The cost element appears in the bottom of the display in the cost center selected. Scroll over to view the amount budgeted.

| | | | | | | | |
|-----------------|---------|----|--|--|--|--|--|
| Cost Element | | to | | | | | |
| Commitment Item | 5020002 | to | | | | | |
| Funds Center | 056 | to | | | | | |
| Fund | | to | | | | | |

| Add Cost Element | | Move Plan | | Delete Plan | | Change Description | |
|------------------|-------------|--------------|---------|-----------------|--------------|--------------------|--|
| Cost Center | WBS Element | Funds Center | Fund | Commitment Item | Cost Element | Cost Element I | |
| 353201 | | 056 | EVA0100 | 5020002 | 5080020000 | Enforcement Ir | |
| 353201 | | 056 | EVA0100 | 5020002 | 5090006000 | Office Supplie: | |
| 353201 | | 056 | EVA0100 | 5020002 | 5090007000 | Educational Su | |
| 353201 | | 056 | EVA0100 | 5020002 | 5090018000 | Subscriptions | |
| ▶ 353201 | | | | | 5040001000 | | |

| | |
|---------------------------|----------|
| Total Authorized Amount | \$35,300 |
| Total Increase / Decrease | \$0 |
| Total AOP Amount | \$35,800 |

Cost Center



The *AOP* Amount is displayed. Save the change by clicking on the save icon.



WBS Element _____ to _____
 Cost Element _____ to _____
 Commitment Item 5020002 to _____
 Funds Center 056 to _____
 Fund _____ to _____

| Cost Element | Cost Element Description | Authorized Amount | Increase/Decrease Amount | AOP Amount |
|---------------------------|---------------------------------|-------------------|--------------------------|------------|
| 080020000 | Enforcement Investigation Expe | \$1,000 | \$0 | \$1,000 |
| 090006000 | Office Supplies | \$2,000 | \$0 | \$2,000 |
| 090007000 | Educational Supplies & Material | \$2,000 | \$0 | \$2,000 |
| 090018000 | Subscriptions & Publications | \$1,200 | \$0 | \$1,200 |
| 040001000 | | \$0 | \$0 | \$500 |
| Total Authorized Amount | | | | \$35,300 |
| Total Increase / Decrease | | | | \$0 |
| Total AOP Amount | | | | \$35,800 |

Cost Center _____

PBAS - [BGPLANAN - Non Position Planning]

Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area 0513
 Version 1A
 Fiscal Year 2007
 Cost Center 353201 to
 WBS Element to
 Cost Element to
 Commitment Item 5020002 to
 Funds Center 056
 Fund

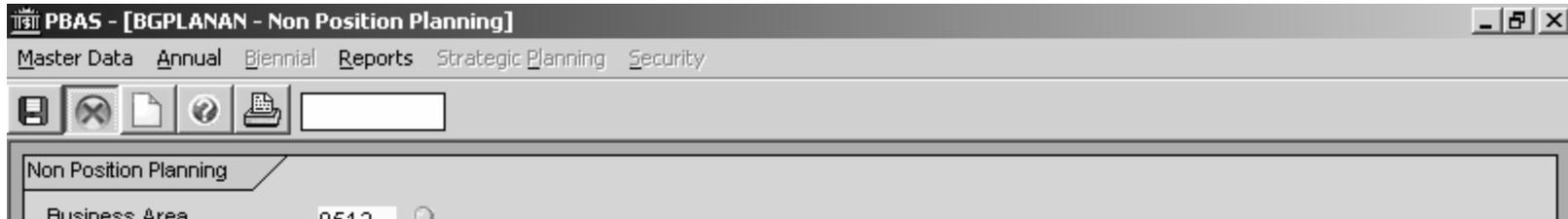
PABS
 ? Do you want to save the changes?
 Yes No

| Cost Element | Cost Element Description | Increase/Decrease Amount | AOP Amount |
|--------------|---------------------------------|--------------------------|------------|
| 080020000 | Enforcement Investigation Expe | \$1,000 | \$1,000 |
| 090006000 | Office Supplies | \$0 | \$2,000 |
| 090007000 | Educational Supplies & Material | \$0 | \$2,000 |
| 090018000 | Subscriptions & Publications | \$0 | \$1,200 |
| 040001000 | | \$0 | \$500 |

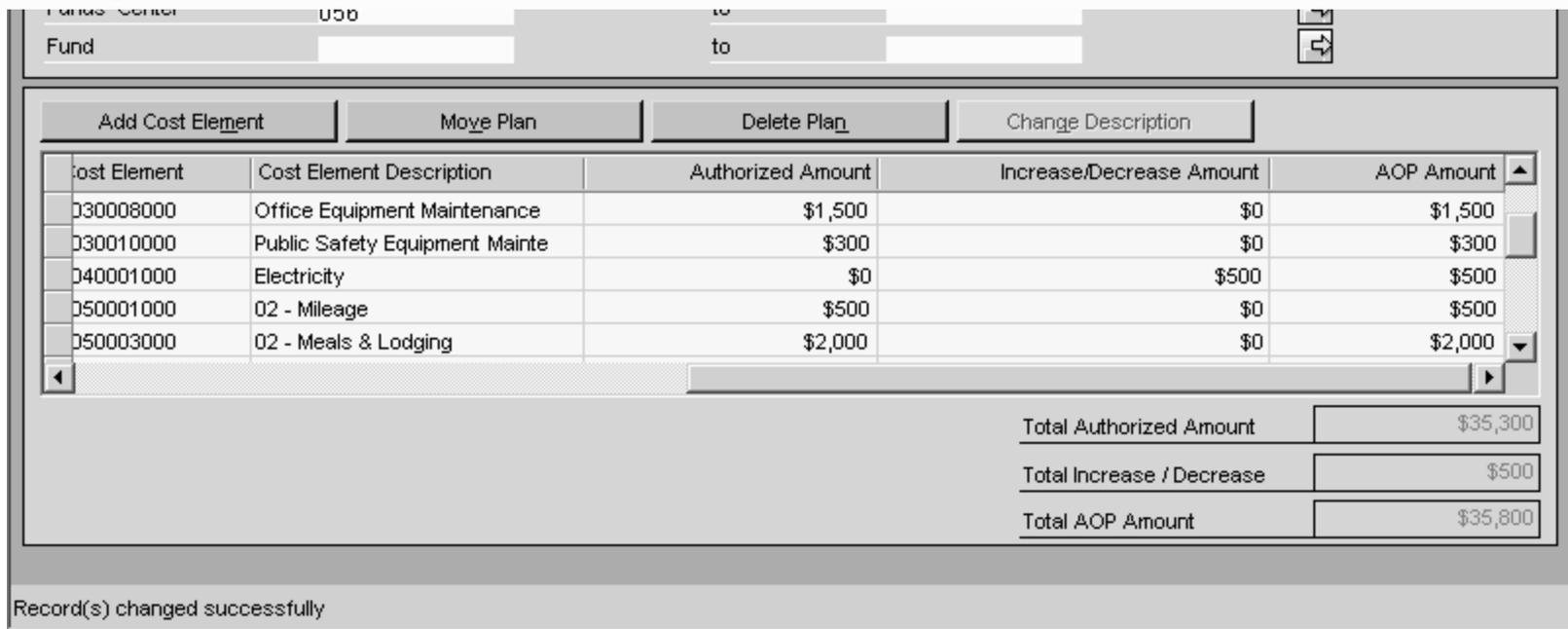
Total Authorized Amount \$35,300
 Total Increase / Decrease \$0
 Total AOP Amount \$35,800

Cost Center

Click yes to save.



After saving, the display is re-sorted and the *Increase/Decrease Amount* column shows the amount of the increase. The commitment item will be derived as well as the cost center assignment.



EXERCISE

Clear the screen. Enter your training assigned business area, Version 1A, FY 2007, and cost center D. Add the cost element for electricity (5040001000) in assigned cost center and budget \$600 for

The added item should appear at the end of the display.

Save your budget.

Now where does the added item appear? What is the amount in the *Increase/Decrease amount* column? What is the commitment item for this cost element?

ADDNEWCE - Add Cost Element

Add Cost Element

Cost Element: 5040001000

Cost Element Description: _____

WBS Element: _____

Cost Center: 278205

AOP Amount: 600

OK

AOP Amount

| Cost Element | Cost Element Description | Authorized Amount | Increase/Decrease Amount | AOP Amount |
|----------------------------------|--------------------------|-------------------|--------------------------|------------|
| 090026000 | Data Processing Supplies | \$100 | \$0 | \$100 |
| 090027000 | Software/Licenses | \$100 | \$0 | \$100 |
| 040001000 | Electricity | \$0 | \$600 | \$600 |
| 020001000 | Postage | \$675 | \$0 | \$675 |
| 020002000 | Telecommunications Wired | \$3,310 | \$0 | \$3,310 |
| Total Authorized Amount | | | | \$296,144 |
| Total Increase / Decrease | | | | (\$5,845) |
| Total AOP Amount | | | | \$290,299 |

Record(s) changed successfully

Move Plan

Non Position Planning

Business Area: 0513
 Version: 1A
 Fiscal Year: 2007
 Cost Center: 353201
 WBS Element:
 Cost Element:
 Commitment Item:
 Funds Center:
 Fund:

The *Move Plan* button moves all of the displayed lines to a different cost center or WBS element.

to
to
+

| Cost Element | Cost Element Description | Authorized Amount | Increase/Decrease Amount | AOP Amount |
|----------------------------------|--------------------------------|-------------------|--------------------------|------------|
| 030003000 | Advertising & Clipping Service | \$3,500 | (\$270) | \$3,230 |
| 030008000 | Office Equipment Maintenance | \$1,500 | \$0 | \$1,500 |
| 030010000 | Public Safety Equipment Mainte | \$300 | \$0 | \$300 |
| 040001000 | Electricity | \$0 | \$500 | 0 |
| 050001000 | 02 - Mileage | \$500 | \$0 | \$500 |
| Total Authorized Amount | | | | \$94,300 |
| Total Increase / Decrease | | | | \$500 |
| Total AOP Amount | | | | \$94,800 |

AOP Amount

The screenshot shows the PBAS application window titled "PBAS - [BGPLANAN - Non Position Planning]". The main window contains a "Non Position Planning" form with the following fields:

- Business Area: 0995
- Version: 1A
- Fiscal Year: 2007
- Cost Center: 383201
- WBS Element: [blank]
- Cost Element: [blank]
- Commitment Item: [blank]
- Funds Center: [blank]
- Fund: [blank]

A "MOVEPLAN - Move Plan" dialog box is open in the foreground. It contains the following fields:

- To Cost Center: 383225
- To WBS Element: [redacted]
- Buttons: OK

Below the form is a table with the following columns: Cost Center, WBS Element, WBS Element, Cost Element, and Cost Element [dropdown]. The table contains five rows of data:

| Cost Center | WBS Element | WBS Element | Cost Element | Cost Element [dropdown] |
|-------------|-------------|-------------|--------------|-------------------------|
| 383201 | | 272 | HSC6101 | 5020002 |
| 383201 | | 272 | HSC6101 | 5020002 |
| 383201 | | 272 | HSC6101 | 5020002 |
| 383201 | | 272 | HSC6101 | 5020002 |
| 383201 | | 272 | HSC6101 | 5020002 |

At the bottom right of the window, there is a "Total Authorized Amount" field with the value "\$141,461".

Be careful to display only the data that is to be moved. All of the items displayed will go to the new cost center or WBS element. Click *Move Plan* and enter the new cost center or WBS element. Click *OK*.

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area 0995
 Version 1A
 Fiscal Year 2007
 Cost Center 383201 to
 WBS Element to
 Cost Element to
 Commitment Item to
 Funds Center to
 Fund to

Add Cost Element Move Plan Delete Plan Change Description

| Cost Center | WBS Element | Funds Center | Fund | Commitment Item | Cost Element | Cost Element I |
|-------------|-------------|--------------|---------|-----------------|--------------|-------------------|
| 383225 | | 272 | HSC6101 | 5020002 | 5020001000 | Postage |
| 383225 | | 272 | HSC6101 | 5020002 | 5020002000 | Telecommunic |
| 383225 | | 272 | HSC6101 | 5020002 | 5020003000 | Telecommunic |
| 383225 | | 272 | HSC6101 | 5020002 | 5040005000 | Rent of Facilitie |
| 383225 | | 272 | HSC6101 | 5020002 | 5050001000 | 02 - Mileage |

After clicking OK, the new cost center is displayed.

Total AOP Amount \$142,061

Cost Center

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Click save.

Non Position Planning

Business Area 0995
 Version 1A
 Fiscal Year 2007
 Cost Center 383201 to
 WBS Element to
 Cost Element to
 Commitment Item
 Funds Center
 Fund

PABS
 Do you want to save the changes?
 Yes No

Click yes.

| Cost Center | WBS | | | | Cost Element | Cost Element I |
|-------------|-----|-----|---------|---------|--------------|-------------------|
| 383225 | | 272 | HSC6101 | 5020002 | 5020001000 | Postage |
| 383225 | | 272 | HSC6101 | 5020002 | 5020002000 | Telecommunic: |
| 383225 | | 272 | HSC6101 | 5020002 | 5020003000 | Telecommunic: |
| 383225 | | 272 | HSC6101 | 5020002 | 5040005000 | Rent of Facilitie |
| 383225 | | 272 | HSC6101 | 5020002 | 5050001000 | 02 - Mileage |

Total Authorized Amount \$141,461
 Total Increase / Decrease \$600
 Total AOP Amount \$142,061

Cost Center

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area 0995
 Version 1A
 Fiscal Year 2007
 Cost Center 383201 to
 WBS Element to
 Cost Element to
 Commitment Item to
 Funds Center to
 Fund to

Add Cost Element Move Plan Delete Plan Change Description

| Cost Center | WBS Element | Funds Center | Fund | Commitment Item | Cost Element | Cost Element I |
|-------------|-------------|--------------|---------|-----------------|--------------|-----------------|
| 383201 | | 272 | HSC6101 | 5020002 | 5020001000 | Postage |
| 383201 | | 272 | HSC6101 | 5020002 | 5020002000 | Telecommunic |
| 383201 | | 272 | HSC6101 | 5020002 | 5020003000 | Telecommunic |
| 383201 | | 272 | HSC6101 | 5020002 | 5040005000 | Rent of Facilit |
| 383201 | | 272 | HSC6101 | 5020002 | 5050001000 | 02 - Mileage |

After saving, the old cost center displays, indicating zero amounts for the items moved. Scroll over to view.

Record(s) changed successfully

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area 0990
 Version 1A
 Fiscal Year 2007
 Cost Center 383201 to
 WBS Element to
 Cost Element to
 Commitment Item to
 Funds Center to
 Fund to

Add Cost Element Move Plan Delete Plan Change Description

| Cost Element | Cost Element Description | Authorized Amount | Increase/Decrease Amount | AOP Amount |
|--------------|-----------------------------|-------------------|--------------------------|------------|
| 020001000 | Postage | \$675 | (\$675) | \$0 |
| 020002000 | Telecommunications Wired | \$3,310 | (\$3,310) | \$0 |
| 020003000 | Telecommunications Wireless | \$249 | (\$249) | \$0 |
| 040005000 | Rent of Facilities | \$10,084 | (\$10,084) | \$0 |
| 050001000 | 02 - Mileage | \$123 | (\$123) | \$0 |

The *AOP* Amount is now zero, with the increase/ decrease amount displayed.

WBS Element

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area 0990
 Version 1A
 Fiscal Year 2007
 Cost Center 383225 to
 WBS Element to
 Cost Element to
 Commitment Item to
 Funds Center to
 Fund to

Add Cost Element Move Plan Delete Plan Change Description

| Cost Element | Cost Element Description | Authorized Amount | Increase/Decrease Amount | AOP Amount |
|--------------|-----------------------------|-------------------|--------------------------|------------|
| 020001000 | Postage | \$675 | \$675 | \$1,350 |
| 020002000 | Telecommunications Wired | \$3,310 | \$3,310 | \$6,620 |
| 020003000 | Telecommunications Wireless | \$249 | \$249 | \$498 |
| 040001000 | Electricity | \$0 | \$600 | \$600 |
| 040005000 | Rent of Facilities | \$10,084 | \$10,084 | \$20,168 |

Inquiry on the new cost center shows that the amounts have been added.

Done

Deletions

Non Position Planning
 Business Area 0513

To delete a cost element in a cost center, zero out the *AOP Amount* and save.

| | | | | |
|-----------------|--|----|--|--|
| WBS Element | | to | | |
| Cost Element | | to | | |
| Commitment Item | | to | | |
| Funds Center | | to | | |
| Fund | | to | | |

| Cost Element | Cost Element Description | Authorized Amount | Increase/Decrease Amount | AOP Amount |
|---------------------------|--------------------------------|-------------------|--------------------------|------------|
| 030003000 | Advertising & Clipping Service | \$3,500 | (\$270) | \$3,230 |
| 030008000 | Office Equipment Maintenance | \$1,500 | \$0 | \$1,500 |
| 030010000 | Public Safety Equipment Mainte | \$300 | \$0 | \$300 |
| 040001000 | Electricity | \$0 | \$500 | 0 |
| 050001000 | 02 - Mileage | \$500 | \$0 | \$500 |
| Total Authorized Amount | | | | \$94,300 |
| Total Increase / Decrease | | | | \$500 |
| Total AOP Amount | | | | \$94,800 |

AOP Amount

| Cost Element | Cost Element Description | Authorized Amount | Increase/Decrease Amount | AOP Amount |
|--------------|---------------------------------|-------------------|--------------------------|------------|
| 5090007000 | Educational Supplies & Material | \$0 | \$300 | \$300 |
| 5050014000 | 09 - Other Travel Expenses | \$0 | \$500 | \$500 |

The *Delete Plan* button will not be available to the agency user in the production system. To delete an entire plan, contact the DFA budget analyst.

| | |
|---------------------------|-------|
| Total Increase / Decrease | \$000 |
| Total AOP Amount | \$800 |

Done

EXERCISE

Clear the screen. Enter your training assigned business area, Version 1A, FY 2007, and cost center G. Press enter. Zero out the plan for office supplies expense for this cost center and save the change.

What is the amount in the increase/decrease column for office supplies?

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area 0990
 Version 1A
 Fiscal Year 2007
 Cost Center 206201 to
 WBS Element to
 Cost Element to
 Commitment Item to
 Funds Center to
 Fund to

Add Cost Element Move Plan Delete Plan Change Description

| Cost Element | Cost Element Description | Authorized Amount | Increase/Decrease Amount | AOP Amount |
|---------------------------|---------------------------------|-------------------|--------------------------|------------|
| 050018000 | 09 - Conferences & Seminar Fe | \$25 | \$0 | \$25 |
| 070003000 | Building & Contents Insurance | \$46 | \$0 | \$46 |
| 090006000 | Office Supplies | \$1,948 | (\$1,948) | \$0 |
| 090007000 | Educational Supplies & Material | \$100 | \$0 | \$100 |
| 090026000 | Data Processing Supplies | \$100 | \$0 | \$100 |
| Total Authorized Amount | | | | \$20,956 |
| Total Increase / Decrease | | | | (\$1,429) |
| Total AOP Amount | | | | \$19,527 |

Record(s) changed successfully

Miscellaneous Commitment Items

Miscellaneous Commitment Items are special line items in an agency's appropriation act. Within AASIS, these are represented as sub-funds centers. This allows an agency to use the budget and to maintain budget control.

Agencies with miscellaneous commitment items use the miscellaneous commitment item in the original funds center. The miscellaneous commitment item will be budgeted with a cost element that is the same number as the miscellaneous commitment item. Agencies may need to change the description of the miscellaneous commitment item to match the description in their appropriation act.

The miscellaneous commitment items are not retracted back to the controlling module AASIS with a plan. You will be able to add the plan for the sub-funds center using AASIS transaction KP06 after the other plans have been retracted back into AASIS.

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area 0990
 Version 1A
 Fiscal Year 2007

Cost Center _____ to _____
 WBS Element _____ to _____
 Cost Element _____ to _____
 Commitment Item _____ to _____
 Funds Center _____ to _____
 Fund _____ to _____

Add Cost Element Move Plan Delete Plan Change Description

| WBS Element | Funds Center | Fund | Commitment Item | Cost Element | Cost Element Description |
|-------------|--------------|---------|-----------------|--------------|---------------------------------|
| | 831 | FAC0300 | 5120011 | 5120004000 | Equipment Expense |
| | 171 | MJA0100 | 5120011 | 5130015000 | Capital Outlay - Equipment (Rep |
| | 927 | FAC0200 | 5120011 | 5130015000 | Capital Outlay - Equipment (Rep |
| | 171 | MJA0100 | 5900046 | 5900046 | AFGM Miscellaneous Character |
| | 941 | FAC0400 | 5900046 | 5900046 | AFGM Miscellaneous Character |

This is an example of a miscellaneous commitment item. The commitment item and cost element are the same. The annual operations plan can be adjusted like a regular cost element.

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area 0990
 Version 1A
 Fiscal Year 2007

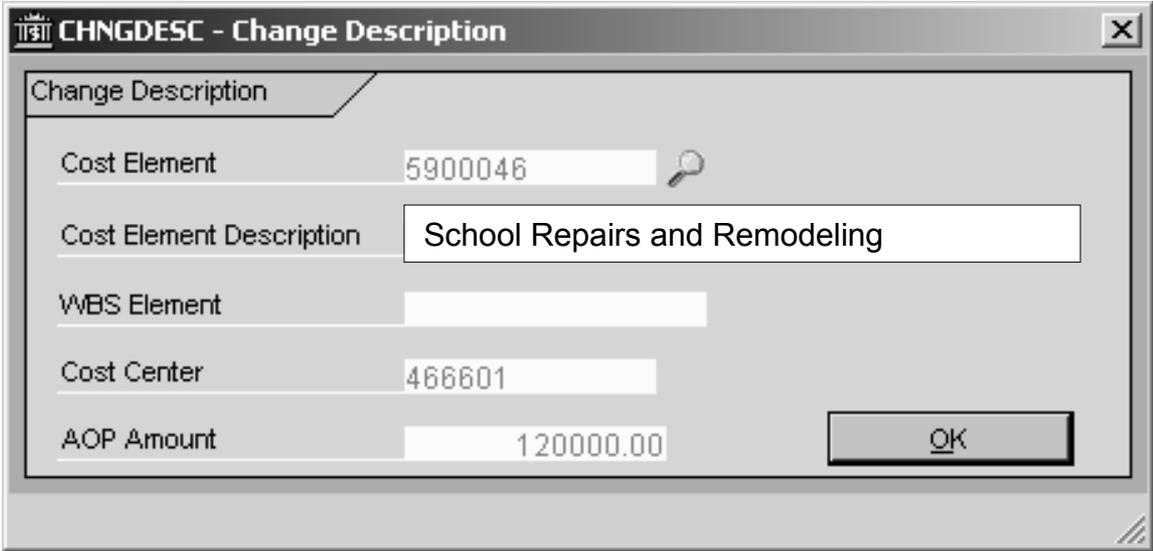
Cost Center _____ to _____
 WBS Element _____ to _____
 Cost Element _____ to _____
 Commitment Item _____ to _____
 Funds Center _____ to _____
 Fund _____ to _____

Add Cost Element Move Plan Delete Plan Change Description

| Cost Center | WBS Element | Funds Center | Fund | Commitment Item | Cost Element | Cost Element Description |
|-------------|-------------|--------------|---------|-----------------|--------------|--------------------------|
| 466635 | | 831 | FAC0300 | 5120011 | 5120004000 | Equipment Exp |
| 466601 | | 171 | MJA0100 | 5120011 | 5130015000 | Capital Outlay |
| 466620 | | 927 | FAC0200 | 5120011 | 5130015000 | Capital Outlay |
| 466601 | | 171 | MJA0100 | 5900046 | 5900046 | AFGM Miscella |
| 466621 | | 941 | FAC0400 | 5900046 | 5900046 | AFGM Miscella |

Total Authorized Amount \$3,803,641

To change the description of a miscellaneous commitment item, first click the gray box beside it. The selected line item will be displayed in blue. Click the *Change Description* button.



CHNGDESC - Change Description

Change Description

Cost Element 5900046

Cost Element Description School Repairs and Remodeling

WBS Element

Cost Center 466601

AOP Amount 120000.00

OK

Type the information from your agency's appropriation act in the *Cost Element Description* and click OK. Save the change.